

*Medical Records*

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history*  
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NAVY ADOPTS SOCIAL SECURITY NUMBER FILING FOR  
DEPENDENTS OUTPATIENT MEDICAL RECORDS

Starting in February 1971 or soon after, hospitals and dispensaries will begin filing dependents outpatient medical records by the Social Security Number of their sponsor. Dependents should make sure they know their sponsor's Social Security Number so that on their next outpatient visit, their medical records can be changed over to the new filing system.

The new filing system will speed up outpatient records handling, with shorter waiting periods for records, and will help doctors and staff provide better service. Outpatient record filing will be done entirely by numbers instead of names. The new system uses the sponsor's Social Security Number for terminal digit-numerical filing which is the easiest and fastest way to handle the number of outpatient records on file at hospitals and dispensaries.

File folders used in the new system are prenumbered to match the last two numbers of the sponsor's Social Security Number and color-coded for quick and accurate handling. These folders can also be transferred and interfiled directly between hospitals and dispensaries, speeding up the transfer of outpatient records when the sponsor's duty station changes.

Adoption of Social Security Number outpatient record filing coincides with the Navy-wide change over to the Social Security Number for military personnel identification to be in effect by January 1972.